

Equal Opportunity Specialist LTE
Woman-Owned Business Enterprise Certification Program
Department of Administration Division of Enterprise Operations

Position Description

Under the supervision of the Deputy Administrator of the Division of Enterprise Operations, this limited term employment (LTE) position is responsible for implementing procedures related to administration of the State's Women-Owned Business Enterprise (WBE) Certification Program. This LTE position will evaluate and coordinate appropriate action in the processing of WBE certifications to both state and non-state applicants and provide essential WBE certification program support for compliance activities. This LTE position may conduct on-site business investigations and will work in consultation with the Administrator and Deputy Administrator of the Division in ensuring the appropriateness of WBE certification to a woman-owned business. Familiarity with the internet and web-based application processing is strongly encouraged.

- A1. Manage the application process and annual renewal process of the three-year recertification process for the WBE certification program.
- A2. Examine required legal documents and determine the need for the submission of additional documentation as part of the desk review of applications.
- A3. Identify applications that require an on-site business headquarters visit. Prepare industry specific questions to assist in the interview with the applicant.
- A4. Maintain a statistical database of businesses in the state that are owned by women containing demographic statistics and information on the type of industries represented, sales volume and growth rates, generation of jobs by both new and existing businesses and other relevant characteristics as required by the statutes.
- A5. Maintain the WBE list on the webpage and the application instructions required for WBEs to utilize the on-line application process.
- A7. Draft correspondence to WBE applicants for supervisor review.
- A8. Monitor and compile information for distribution that assists WBE's in utilizing their State of Wisconsin WBE certification for the growth of such businesses.
- A9. Oversee the collection of other WBE and generate monthly reports for program budget.